# NINDS/NIDCD ACUC New Animal Study Protocol Review

## Process

#### **New Animal Study Protocol (ASP)**

Signed by the Institute, Branch, Section, or Lab Chief is submitted to the ACUC Coordinator by the 1<sup>st</sup> business day of the month prior to the next ACUC meeting (ACUC monthly meeting schedule and deadlines for protocol submission can be found at - <a href="https://webapp.nhlbi.nih.gov/ninds-iaspapp/iasp.asp">https://webapp.nhlbi.nih.gov/ninds-iaspapp/iasp.asp</a>). <a href="https://webapp.nhlbi.nih.gov/ninds-iaspapp/iasp.asp">Note</a>: ACUC policies, guidelines, and other information/links can be found at - <a href="http://ahcs.ninds.nih.gov/acuc">http://ahcs.ninds.nih.gov/acuc</a>.

#### **Pre-ACUC Review by NINDS Veterinarians**

The ACUC Coordinator submits copies to NINDS vets. The vets, based on their experience, assist the PI in anticipating the questions/clarifications that the Committee would ask. Comments from NINDS vets are sent directly to the PI.

Revised protocol from PI, incorporating veterinarians' suggestions, is submitted to the ACUC Coordinator.

The revised protocol is forwarded to the proposed housing and use facility Veterinarian and Manager for their review, and comments and/or signature. The comments, if any, are sent to the ACUC Coordinator.

#### **ACUC Full Committee Review**

<u>The Committee may</u>: fully approve, approve upon receipt of minor modifications/clarifications, OR withhold approval requesting significant changes that require subsequent full Committee review.

ACUC and Facility Veterinarian/Manager comments to PI.

### **Safety Review**

If safety considerations are present, the draft proposal will be reviewed by the Safety Officer (Division of Safety). Safety related information can be found at the Division's web site — <a href="http://www.nih.gov/od/ors/ds">http://www.nih.gov/od/ors/ds</a>.

Studies using recombinant DNA and Human pathogens must be reviewed by the Institutional Biosafety Committee (IBC). The IBC approved documents are submitted to the ACUC Coordinator.

Studies using hazardous chemicals and drugs should attach material safety data sheets, and all appropriate safety considerations must be stated in the protocol.

Studies using radioactive material must be submitted to the designated Radiation Safety Officer for review and signature.

PI responds to the comments and sends a revised protocol to the ACUC Coordinator.

Revised protocol will be reviewed by designated reviewers OR will be submitted for full Committee review before its final approval by ACUC Chair.